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MINUTES

MAY 4 1953

TR(S) STAFF MEETING

Monday

4 May 53

The following personnel attended:

[redacted]

25X1A9a

The Chief, Plans and Programs Staff presented the proposed agenda for the Training Officers Meeting to be held [redacted] 6 May 1953. Arrangements had previously been made to have a training session devoted to introductions of Chief Instructors [redacted] and presentation by them of the purpose and content of [redacted]. The proposed agenda for the afternoon session was approved and decision made to have [redacted] accompany the group.

25X1A
25X1A2g
25X1A9a

The Chief, Assessment Branch, discussed the revised training evaluation form and reported that he had finished a first draft on the regulations therefor, and routing procedure to be followed with the evaluations. DD/TR(S) cited the Garrood case as indicative of the increasing attention now being directed to evaluations.

Announcement was made of the briefing to be presented on 5 May with regard to the [redacted] training program. Those interested in attending were reminded to clear through the proper channel for reservations.

25X1C

DD/TR(S) commented on the career service memo and reassured the staff members that any selection of a career service designation by an individual would not necessarily peg him with that identification for his Agency career. The purpose of the memo was to establish an initial designation so that each employee might be identified with some parent board. There was some discussion with regard to possible

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involvements on matters such as promotion and rotation, and it was agreed that the program had not been sufficiently crystalized at this time to clearly resolve such questions.

The Chief, PPS, called attention to the lack of information on TR(S) courses available to potential returnees prior to their departure from overseas stations. In the past this has resulted in recommendations being made that returnees should take training, agreement that training would be good for them, but no knowledge as to what specifically was included in the training being referred to. To correct this, it was recommended that division and branch chiefs cooperate with [redacted] on a revised PGK by furnishing him with a sterile course summary which could be made available to overseas installations. 25X1A9a

Chief, PPS, pointed out the desirability of re-examining the Instructors Subject Folders which are now on file in TAB and elsewhere. These folders are in some cases out of date or incomplete, or need to be re-oriented to accord with the many revisions which have taken place in both basic and specialized programs of instruction. Division chiefs were requested to revise the subject folders in cooperation with [redacted] 25X1A9a

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